

## GLOSSARY

Administrative Relief: The identification and designation of select Sworn Employees who will be assigned to accommodate assignment vacancies resulting from either scheduled or unscheduled absences, *i.e.* vacation, medical, duty injury, *etc.*

Americans with Disability Act (ADA): The law enacted in 1990, as amended, which protects Qualified Employees/Applicants with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide Qualified Employees/Applicants with disabilities with Reasonable Accommodations that do not impose Undue Hardship on the employer. Title I of the American's with Disabilities Act (ADA) prohibits discrimination against individuals who are "Qualified." The American's with Disabilities Act (ADA) protects both employees and applicants.

Applicant: A person who has submitted an application to the Bureau of Human Resources or a Department Head/Designee in response to a specific posting or certified by the Merit Board for a Non-exempt Sworn Position or a person requesting a move pursuant to any procedure in SEAM.

Applicant Certification: The certification form that must be signed by all Applicants certifying that, to their knowledge, no Political Reasons or Factors have been taken into consideration or influenced the Employment Action at issue. A copy of the current Applicant Certification, which may be amended from time to time.

Application Instructions: Instructions including the specific location, dates and times to receive and submit applications for the Employment Action, which will be included in the posting or Notice of Job Opportunity.

Applicant List: A list of Applicants for a specific Employment Action in the SEAM that is periodically modified.

Assessment List: A list of employees ranked in descending order based on their level of value, which is prepared by the Chief of Staff's Designee after a thorough review by members of the Sheriff's Executive Office of information contained in each employee's respective Employee Work Summary File and the Layoff Spreadsheet.

Assignment Seniority: An employee's length of most recent continuous employment with the Sheriff of Cook County within an assigned work location.

Attendance History Report: An attendance report electronically prepared by the Bureau of Human Resources to determine an employee's average of attendance over a designated period of time which is calculated from the pay period end date immediately prior to the date of request and includes:

- (1) The number of possible medical hours earned during the pay periods within the designated timeframe.

- (2) Number of Medical hours an employee used during the pay periods within the designated timeframe only. This will not include any medical time prior to period in consideration.
- (3) Hours of Mitigating Circumstances in the duration of the pay periods within the designated timeframe only. The number of mitigating hours can be less than or equal to the number of hours of Medical time used by an employee.
- (4) The percentage of Medical time utilized within the pay periods within the designated timeframe.

Attendance Pattern: The use of accrued Medical benefit (Sick) time during a specific period of time with multiple instances on a specific day and/or the use of accrued Medical benefit (Sick) time in conjunction with the following: an employee's regular days off (RDO), weekend, other accrued benefit time, a Holiday or event, or pay days.

Attrition: The loss of an employee or employees due to resignation, termination, retirement or death.

Awarded Bid List: List of Qualified and awarded Candidates for the Seniority Plus Bid Transfer or Straight Seniority Bid Transfer.

Benefit Time: Time accrued by the employee including Medical days earned, Vacation days earned, Personal days earned and Compensatory Time Due days earned.

Benefit Time Accrual: Term used to identify if an employee has or has not worked at least forty (40) hours in any Pay Period. Employees must work at least forty (40) hours in a Pay Period in order to accrue Benefit Time.

Bid: A written request submitted by an employee, pursuant and subject to an applicable CBA, to transfer to a posted vacancy in another location, shift, day-off group or to another position.

Bid Transfer Announcement: The online announcement that informs Sheriff's Office employees of an upcoming Seniority Plus or Straight Bid Transfer.

Block of Medical Time: Five (5) or more consecutive medical days off or 40 consecutive hours of medical time, the need for which has been substantiated by the Bureau of Human Resources and Release for Duty Authorization Form approved by the Chief of the Bureau of Human Resources or his or her designee.

Bureau of Human Resources: The Sheriff's Human Resources Department located at the South Campus, 3026 South California Avenue, Building 2, First Floor, Chicago, IL 60608.

Candidate: An Applicant that has met the necessary Minimum Qualifications to be selected for an interview pursuant to the procedures in SEAM, or an Applicant whose name has been included on an Eligibility List or Merit Board Eligibility List, as applicable.

Civilian Employee: Any employee in the Sheriff's Office who holds a non-sworn Civilian Position.

Civilian Position: Any employment position in the Sheriff's Office that does not require the employee holding the position to be sworn and is not a position on the Exempt List.

Closed Administratively: The investigation is a duplicate of an already existing investigation or is an administrative review of an incident that was conducted by OPR and it was determined that there was insufficient evidence to sustain a finding against a CCSO employee.

Collective Bargaining Agreement ("CBA"): Any applicable collective bargaining agreement between the Sheriff and any legally recognized collective bargaining representative of employees in the Sheriff's Office.

Collective Bargaining Representative: An employee's bargaining unit or union representative.

Command Channel Review: A minimum of two levels of review of an investigation.

Compensatory Time: Time earned by but not immediately paid to an employee. The hours are collected in a benefit bank until utilized or paid out.

Compliance Officer: A Sheriff's Office employee with the responsibilities described in this Employment Plan and SEAM and the Compliance Officer Job Description, a copy of which is attached as Exhibit 2. The Compliance Officer will be a Non-exempt Position providing reports directly to the Sheriff's Inspector General and will advise both the Chief of the Bureau of Human Resources and the Executive Director of the Office of Professional Review ("OPR") as to compliance with this Employment Plan and SEAM.

Conflict of Interest: A situation in which impartiality and judgment may be compromised or may appear to be compromised because of an actual or potential clash between the person's self interest and his or her professional or public-interest.

Consensus: A unanimous agreement.

Consensus Meeting: A meeting held when panel members during a selection process do not unanimously agree on the selection of a candidate.

Consent Decrees: The Court Orders in the Shakman Case, dated June 27, 1980 and June 29, 1984, respectively, entered with the consent of the Sheriff of Cook County.

Contact Log: The contact log established by the Sheriff's Office and maintained by the Compliance Officer recording all Political Contacts, which includes, but is not limited to (a) the name of the Public Official/Agent or Political Organization making the contact, (b) the name of the Applicant, Candidate or Non-exempt Employee who is the subject of the contact, (c) the position involved, (d) the name of the individual receiving the contact, (e) the date of the contact,

(f) the method of contact, (g) any documents related to the contact, and (h) a statement of all information received and given. The log shall also include any contact from any individual, including Sheriff's supervisory employees, any Public Officials/Agents or any Political Organizations, relating to an Employment Action that is based on Political Reasons or Factors.

Cook County: The County of Cook, Illinois.

Daily Roster/Assignment Sheet: A document that reflects the daily assignments of Sworn Employees to each identified and authorized position, on each shift and day, in accordance with the Master Roster (if applicable).

Date of Appointment: The effective date of the Employment Action.

De-Deputization: The process by which a Sworn Employee who is 1) deemed Not Authorized to Carry a Weapon, and if applicable 2) relieved of his/her Cook County and Sheriff's Office credentials, which may include Sheriff's Office Identification Card, Sheriff's hat shield and Sheriff's badge, and if applicable 3) relieved of his/her law enforcement authority.

Demotion: A downgrade from one position to another, lower-level position that may or may not result in lower compensation, or from one salary to a lower salary grade in the same position.

Department: A functional unit, office, or division with a specific and unique agenda, mission and/or workflow within the CCSO.

Department Head: The individual assigned to lead a Department of the Sheriff's Office.

Designee: A person that is appointed and authorized by a Department Head or member of the Sheriff's Executive Office to assume the duties and responsibilities of that Department Head or member of the Sheriff's Executive Office.

Detail (verb): The temporary assignment of an employee to another department, location, shift or government entity on a temporary basis.

Detail (noun): A specific shift and defined work hours with designated regular days off (RDOs) used in the scheduling of sworn officers

Detail Pool: A list of ranked Qualified Candidates selected based on "X" times the number of approved openings in a given Specialized Detail Rotation.

Differential Pay: Amount of payment due to an employee serving in a branch of the United States military which is the difference between the employee's current pay and the amount of basic pay paid by the United States military branch the employee serves under. As defined by the Cook County Comptroller

Discipline: Action that Employees will be subject to when their acts constitute one of the following:

- (1) A violation of State, Local, or Federal Law;
- (2) A violation of written or verbal departmental, rules, policy, procedure or orders;
- (3) Behavior that causes or has the potential to cause harm to the image, operation or assets of the CCSO

Duty Disability: Disability due to a work-related illness or injury that prevents an employee from working and for which the employee or employee's representative begins the Injury on Duty (IOD) process.

Emergency Detail: An Internal or External Detail that is required due to an unforeseen serious situation or occurrence that demands immediate action to ensure the health, safety and welfare of the public.

Emergency Special Event Assignment: A Special Event Assignment in which notification or request is received by the Department Head less than seven (7) days prior to the date of the special event.

Employee Work Summary File: A file created for each employee occupying a position identified for a potential layoff, which contains the following information to the extent that it exists:

- (1) Pay Grade and Salary
- (2) Attendance
- (3) Discipline
- (4) Pilot Program Performance Evaluations
- (5) Letters of Commendation
- (6) Training Certificates

Employer Rights Transfer (also known as a "Free Move"): A transfer of a unionized sworn employee by Management authorized under a collective bargaining agreement (CBA) to address operational needs. No job posting or bidding is required. The exact number of permitted Employer Rights Transfers is determined by the collective bargaining process and is generally documented in the CBA.

Employment Action: Any change (positive or negative) related to the terms or conditions of employment including, but not limited to, recruitment, determination of eligibility, interviewing, pay, benefits, selection, hiring, Transfer, Demotion, Promotion, Detail, Termination, Separation, Discipline, Recall, reemployment, Reclassification, granting overtime or other job benefit, changing a job assignment, withholding any job benefit, imposition of any employment sanction or detriment, or a Free Move. For purposes of this definition, an Employment Action does not include any non-material, inconsequential alteration in an employee's employment circumstances.

Essential Functions: The basic job duties that an employee must be able to perform, with or without Reasonable Accommodation.

Executive Office: Those positions identified on the Sheriff's Office Executive organizational chart.

Exempt List: The list of all positions currently designated as exempt from the provisions of the Sheriff's Employment Action Manual (SEAM).

Exempt Position: Any position, sworn or civilian, which, due to specific confidentiality or policy-making requirements, are exceptions to the "no political considerations" caveat of regular hiring practices. Employees in exempt positions serve at the will of the Sheriff. Note: this designation is not to be confused with FLSA designations as these positions are both FLSA Exempt and Nonexempt.

Exit Interview: A transition process, preferably through an in-person meeting conducted by the Bureau of Human Resources designee, where an employee, upon separation from the CCSO, is provided with information about their termination of employment. The details and determinations about the separation are documented on or attached to an Exit Interview form.

Exonerated: The alleged incident occurred but the actions taken were legal and warranted.

External Applicant: An individual who is seeking employment with the Sheriff who is not an employee of the Sheriff at the time of application.

External Detail: A Detail from one Department to another Department.

Final Transfer List: The list of Selected Candidates for a Non-Bid Transfer or a Seniority Plus Bid Transfer.

Final Promotion List: The list prepared by the Department Head/Designee upon completion of promotion process, containing the names of Selected Candidates.

Fiscal Year: December 1<sup>st</sup> through November 30<sup>th</sup>.

Fitness for Duty Evaluation: A physical and/or psychological assessment conducted by a medical professional in response to a report or complaint regarding an employee's impaired behavior that brings into question the employee's own personal safety and/or the safety of others, or raises doubt as to the ability of the employee to perform his/her official duties.

Floating Holiday: A benefit provided at the beginning of the Fiscal Year (December 1<sup>st</sup>) which must be utilized no later than the end of the same Fiscal Year (November 30<sup>th</sup>). A Floating Holiday must be utilized in an eight (8) hour increment only. Only employees on the payroll on December 1<sup>st</sup> of any Fiscal Year are entitled to receive a Floating Holiday.

General Employment Process: The employment processes described in detail in SEAM A which applies to all Non-exempt Civilian and Sworn Positions, except as specifically provided .

Hardship: A medical or extraordinary personal circumstance that causes suffering to the employee.

Hardship Transfer: A transfer of an employee initiated in response to the employee's request for a transfer due to a hardship suffered by the employee.

Hiring Department: The unit within the CCSO with a funded approval to hire an open position(s) and that is responsible, under the guidance of the Bureau of HR for following the SEAM process to resource, screen and select a candidate.

Immediate Family: Mother, father, husband, wife, child (including adopted children, step children and foster children), domestic partner or legal guardian.

Information Only: Allegations made against individuals that are not CCSO employees or information provided to OPR that lack any sort of criminal or administrative allegation against an employee, contractor, or grantee will be handled as Information Only.

Internal Applicant: An individual who applies or is considered for Reclassification, Promotion, Demotion or Transfer to a Non-exempt Position and who is employed by the Sheriff at the time of application.

Intern: A part-time voluntary or paid position staffed by a student who is part of a bona fide student internship program at his/her school. Interns are not subject to the provisions of the SEAM.

Internal Detail: A Detail within a Department.

Interview Evaluation Form: The form which is tailored to the open position and used by interviewers to document individual interviews with Candidates.

Interview List: The list of Candidates derived from the Eligibility List for Non-exempt Civilian Positions who have been further screened and identified by the Bureau of Human Resources as having the posted Minimum Qualifications for a given position and are, therefore, eligible for interview by the Hiring Department.

Job Description: The written job description authorized by the Bureau of Human Resources that describes the current responsibilities of a position and the Minimum Qualifications needed for that position, including but not limited to mandatory skills, education level, required licenses and certifications, mandatory experience, minimum length of experience and abilities needed to perform those responsibilities. The Job Description may also list preferred qualifications.

Justification for Hire: The form used by the interview panel to document the reasons for a Candidate's selection, as may be amended from time to time.

Known Criminal Organization/Gang Membership Disclosure: A required annual disclosure required for all Sheriff's employees wherein they must divulge any and all associations that they

or members of their families have with any gangs or other known criminal organizations.

Layoff: The termination of employment of an employee(s) due to lack of funding, lack of work and/or reorganization. Laid off Union employees may be subject to recall before the hiring of any new employee if an applicable Collective Bargaining Agreement (CBA) has a specific provision for such recall.

Layoff List: A list of employees, the number of which is determined pursuant to Article S, ranked from highest to lowest (with number 1 being the highest rank) on the Assessment List.

Layoff Spreadsheet: A spreadsheet that contains the names of all employees identified for a potential Layoff and all information from the employees' respective Employee Work Summary Files used to aid the Chief of Staff/Designee(s) in determining the employee's rank on the Assessment List.

Leave of Absence: An approved period of absence from work granted by the Sheriff/Designee.

Less Serious Transgression: An act or omission, not of a serious nature, which lends to prompt and appropriate corrective action and does not require an OPR investigation.

Long Term Leave: An authorized leave that is taken by a Sworn or Civilian Employee that is identified as lasting 30 days or longer, such as a leave due to Ordinary Disability, Duty Disability (IOD) Military Leave, Maternity/Paternity Leave or an otherwise authorized Leave of Absence (e.g., to leave to work at an outside agency, leave to attend school or other job-protected medical leaves provided under a CBA).

Mandatory Reporting: Pursuant to Sheriff's Order 09-3, any employee of the Sheriff who knows of or has a reasonable belief that a Political Contact or Unlawful Political Discrimination has occurred or is occurring is required to report such information to the Compliance Officer directly and without delay. All employees of the Sheriff are required to cooperate fully in any investigation conducted by the Compliance Officer and/or OPR. Any employee who fails to report and/or cooperate as required will be subject to disciplinary action, up to and including termination.

Major Life Activity: Most commonly referenced in the Americans with Disabilities Act, references both major life activities, including caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning reading, concentrating, thinking, communicating and working. Under the ADAAA, major life activities includes major bodily functions including immune system, respiratory, circulatory and reproductive functions

Master Roster: A document that reflects the assignment of Sworn Employees to each and every identified and authorized position in the Department of Corrections., which incorporates a systematic listing of all identified and authorized positions for all shifts, corresponding days on and off work of each Sworn Employee, corresponding scheduled or unscheduled absences, *i.e.*,



vacation, medical, duty injury; and a listing of all available staff which will be utilized for administrative relief.

Maternity/Paternity Leave: A leave that is taken by an employee to accommodate the birth, adoption, or guardianship of a child.

Medical Call-In Line: An established telephone number utilized by employees to provide notice the employee will not be reporting to work for that day. The employee must call in at least one (1) hour prior to the start of his/her shift, pursuant to General Orders. Every Department has a Medical Call In Line utilized by the employees assigned to that Department.

Medical Time: Benefit Time used for medical reasons, utilized in increments of one (1) hour, four (4) hours or eight (8) hours.

Merit Board: The Cook County Sheriff's Merit Board, including its members and employees.

Merit Board Eligibility List: The certified list of Candidates for Non-exempt Sworn Positions created and sent to the Bureau of Human Resources by the Merit Board upon completion of its certification procedures.

Merit Rank Promotional Positions<sup>1</sup>: All positions which are identified in the Merit Board Rules and Regulations manual as Merit Rank positions, which currently includes Sheriff's Police Officer, Sheriff's Police Sergeant, Sheriff's Police Lieutenant, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Deputy Sheriff, Deputy Sergeant and Deputy Lieutenant.

Military Service Affidavit: A signed, notarized statement stating the monthly amount of military pay that the employee and his/her dependents will receive. All supplemental compensation such as basic allowance for quarters, flight pay, jump pay, etc, must be included. The completed affidavit must cite:

- (1) Who will hold his/her power of attorney;
- (2) Who will receive his/her check and where it is to be mailed;
- (3) Whether or not the employee wishes to continue deduction for U.S. Savings Bonds and/or charitable contributions, if applicable;
- (4) Acknowledges the employee or his/her representative will submit, on a monthly basis, a copy of his/her Leave and Earnings Statements issued by his/her military branch; and
- (5) Acknowledges that if the employee has been over-compensated, he/she will repay Cook County for the amount of the overpayment.

Mitigating Circumstances: Factors that may be considered to offset an otherwise negative impact when assessing a Candidate's suitability for the respective employment action.

Minimum Qualifications: A list of qualifications established by the respective Department Head/Designee that an Applicant or Candidate must possess to be considered for the respective

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<sup>1</sup> Includes Vocational Rehabilitation Impact Center

Employment Action. Applicants or Candidates that do not meet any one of the Minimum Qualifications will be deemed Not Qualified.

New Hire Memorandum: A Memorandum listing the names of Candidates for Sworn or Civilian Positions who have been selected for hire, and are not internal candidates.

No Political Consideration Certification: The certification language that shall be included with or on the following forms that must be signed by Sheriff's employees or other individuals who participate in interviews or decision to hire certifying that, to their knowledge, no Political Reasons or Factors have been taken into consideration or have influenced the Employment Action: RTH, Notice of Job Opportunity, Screening Spreadsheet/Eligibility List, Pre-Employment Testing Report, Promotion Candidate List, Applicant List, Interview List, Candidate Interview Evaluation Form, Writing/Work Sample Evaluation Form, Final Transfer List, Awarded Bid List, Score Sheet, Justification for Hire, Decision to Hire, Merit Board Summary, Pre-Employment Test Report (Physical Ability, Polygraph), Spreadsheet of Disqualified Applicants for Sworn Positions, and other forms as in effect from time to time.

Non-Bid Transfer: A transfer to a Department within the Sheriff's Office that requires an internal application instead of a Bid Form, election for which is based on merit and/or specific criteria as described in the Posting Announcement.

Non-exempt Employee: A Sheriff's employee who completed a "no-political-consideration" hiring process as outlined in SEAM A. This is separate from an FLSA (Fair Labor Standards Act) designation of nonexempt.

Non-exempt Position: Any Sworn or Civilian Position that is subject to the employment actions and rules set out in the Sheriff's Employment Action Manual (SEAM), for which political reasons or factors may not be considered in any employment action.

Not Authorized to Carry a Weapon: The status of a Sworn Employee who is deemed not authorized to carry a duty weapon by order of the Sheriff's Office as a result of a specific circumstance, including, but not limited to, an expired Firearm Owner Identification Card (FOID).

Not Qualified Applicant: An Applicant that fails to meet any one or more of the Minimum Qualifications listed in the posting.

Not Sustained: A finding that the preponderance of the evidence developed during the course of the investigation does not support the allegation(s).

Notice of Job Opportunity: The written notice of a job opening posted on the Sheriff's website via TALEO and/or elsewhere for a Non-exempt Civilian Position that is created by the Bureau of Human Resources in response to a RTH regarding a job opening for a Non-exempt Civilian Position.

Office of Professional Review ("OPR"): The Department responsible for the internal investigation of allegations of misconduct by any Sheriff's employee.

Operational Needs: The objectively determined operating needs of a Department which must be met to insure the proper functioning of the Department, including, but not limited to, workforce , minimum staffing, community concerns, unique and specialized skills, budgetary constraints, Sheriff's and Department priorities, technological or procedural changes, crime patterns, crime fighting strategies, serious unforeseen public safety situations, intelligence driven policing and corrections, officer, public and detainee safety.

Operational Transfer: The transfer of a union or non-union employee by management to address Operational Needs.

Ordinances: Any Cook County Ordinance related to employment practices of the Sheriff.

Ordinary Disability: A benefit provided for eligible Cook County employees and administered by the Cook County Pension Board in response to a physical or mental incapacity as a result of which an employee is unable to perform the duties of his/her position.

PAT Test: A Physical Ability Test administered by the Sheriff's Training Institute in connection with an Employment Action, the standards for which may vary depending on the job duties and requirements of the associated Employment Action.

Pay Period: A recurring length of time over which employee time is recorded and paid. The CCSO pay period is bi weekly beginning on a Sunday and ending on a Saturday.

Pay Status: Term used to differentiate when an employee is at work, or inactive, with or without compensation.

Pending Disciplinary Case: A matter pending disciplinary investigation until final resolution, i.e. exonerated, unfounded, not sustained or sustained with penalty served.

Personal Time: Benefit days accrued by eligible employees that may be used, with management approval, at the employee's discretion in increments<sup>4</sup> of 4 or 8 hours.

Political Contact: Any contact of any kind whatsoever (oral or written) from any Public Official/Agent or Political Organization regarding any Employment Action related to any Non-exempt Position.

Political Organization: Any political party or any organization that has as a significant component of its activities promoting or supporting a political party, an elected official or officials, or a candidate or candidates for public office or anyone employed by, acting on behalf of, acting as an agent of or promoting or representing such political party or organization.

Political Reasons or Factors: Political reasons or factors related to any Applicant, Candidate or Non-exempt Employee of the Sheriff, the consideration of which is unlawful, include but are not limited to:

- (1) Recommendations for hiring, promotion or other employment terms for specific persons from Public Officials/Agents or Political Organizations that are not based on personal knowledge of the person's work skills, work experience or other job-related qualifications.
- (2) The fact that the person worked for a Public Official/Agent, political campaign or belongs to a Political Organization or political party or the fact that the person chose not to work in a Public Official's political campaign or to belong to a Political Organization or a political party. (The mere fact that a person worked for a Public Official's political campaign for elective office does not prohibit consideration of a recommendation related to that person insofar as the basis for that recommendation relates to the recommender's first-hand knowledge of the individual's relevant work experience.)
- (3) The fact that the person contributed money, raised money or provided something else of value to a candidate for public office or a Public Official/Agent or Political Organization, or the fact that the person chose not to contribute or raise money for a Public Official, candidate for public office or a Political Organization.
- (4) The fact that the person is a Democrat or a Republican or a member of any other political party or group, or the fact that the person is not a member.
- (5) The fact that the person expressed views or beliefs on political matters such as what candidates or elected officials he or she favored or opposed, what public policy issue he or she favored or opposed, or what views on government actions or failures to act he or she expressed. (Nothing herein shall serve as a basis for an employee of the Sheriff to disobey a lawful order or disobey the chain of command.)

**Posting Announcement:** The document(s) that is distributed and posted throughout the Sheriff's Office that informs employees of an upcoming Employment Action.

**POWER Test:** The State of Illinois Peace Officer Wellness Evaluation Report Test, administered pursuant to standards established by the Illinois Law Enforcement Training and Standards Board (ILETSB).

**Preferred Qualifications:** A list of qualifications such as but not limited to advanced degrees, training certificates or language skills of which are not required, but will give the Candidate additional consideration.

**Probationary Employee:** A newly hired employee who must satisfactorily follow and complete all requirements as outlined in the applicable CBA or General Order prior to moving past probationary status. Sworn employees are probationary employees for one (1) year from the start of employment. Civilian employees are probationary employees for a period that may vary from three (3) months to one (1) year, depending on the applicable CBA.

**Promotion:** The appointment of a current Sheriff's employee to a higher graded position than his or her current position.

Public Official/Agent: Any elected or appointed public official, political party official or anyone employed by, acting on behalf of, acting as an agent of or promoting or representing such Public Official/Agent.

Promotion Announcement: The document(s) that is distributed and posted throughout the Sheriff's Office and on the Sheriff's website that informs employees of an upcoming Non-Merit Rank promotional opportunity.

Promotion Candidate: An employee of the Sheriff who (1) meets all criteria for promotion as set forth in the Merit Board Rules and Regulations and (2) has been certified by the Merit Board as eligible for promotion.

Promotion Candidate List: The working list prepared by the HR Designee that contains the names of the Promotion Candidates and is periodically updated throughout the evaluation process.

Professional/Technical Position: A Position that requires possession of or the ability to acquire a specialized skill set, such as investigative, legal, legislative, research, statistical and/or technical and/or possession of a specific academic degree or certification, consistent with the Department of Labor's classification of such positions. Political Reasons and Factors cannot be considered for any Employment Action relating to a Professional/Technical Position.

Professional/Technical List: The list of all Professional/Technical Positions, which may be amended from time to time.

Promotional Cycle: A promotional process that occurs within a given Merit Board certification period.

Proof Status: A status lasting a period of at least ninety (90) days during which, as a result of the employee's Questionable Attendance Pattern, an employee is required to provide a physician's note to substantiate all medical absences-

Qualified: An Applicant that meets all of the Minimum Qualifications and Requirements.

Qualified Employee/Applicant: An individual with a disability covered by the Americans with Disabilities Act who, with or without reasonable accommodation, can perform the essential functions of the job.

Reasonable Accommodation (applies to Article AA only): A change or adjustment to a job or work environment that permits a Qualified employee with a disability to perform the Essential Functions of a job. Reasonable Accommodations may include transfers, shift reassignments, offers to fill vacant positions and other Employment Actions. Reasonable Accommodations made in compliance with this Policy are exempt from the posting and screening provisions of the Sheriff's Employment Action Manual (SEAM) Articles. An employee who receives a Reasonable Accommodation that involves an Employment Action under this Policy must meet

the Minimum Qualifications for the position and be able to perform all Essential Functions. The Sheriff's Office is required to make a Reasonable Accommodation to the known disability of a Qualified Employee/Applicant only if it would not hinder the safety and security of the CCSO or impose any undue operational or financial hardship on the CCSO. The Sheriff's Office is not required to lower quality or production standards to make an accommodation, nor is the Sheriff's Office obligated to provide personal use items such as glasses or hearing aids.

Recall: The procedure by which employees who are affected by a layoff are called back for an offer of re-employment with the Sheriff's Office.

Recall Candidate: An individual who has been laid off from a Non-exempt Position and is eligible for recall in accordance with the Human Resource Rules or any applicable CBA.

Reclassification: The process by which a Non-exempt Position is reclassified to another lower or higher Exempt or Non-exempt Position pursuant to any applicable CBA or otherwise.

Recruiting Consultant: An outside third-party consulting company or individual retained by the Sheriff's Office pursuant to a posted request for proposal for the purpose of recruiting Applicants for Positions.

Reemployment Candidate: An individual who is subject to layoff, who may transfer under the Personnel Rules or an applicable CBA to another position because of such layoff and who is an employee of the Sheriff and employed in a Non-exempt Position at the time he/she is subject to layoff.

Reinstatement Candidate: An individual who has been on an authorized leave of absence and is eligible for reinstatement to a Non-exempt Position in accordance with the Personnel Rules or any applicable CBA.

Release for Duty Authorization Form: The form issued by the Bureau of Human Resources after all procedural return to work requirements have been met.

Request to Hire/Request to Fill Open Position ("RTH"): The form completed by a Department Head/Designee and submitted to the Bureau of Human Resources to initiate Employment Action activities to fill a Non-exempt Position.

Requirements: Specific requirements of the position indicated in the posting that the employee appointed to the respective employment action must achieve and/or maintain in order to remain in the position.

Resolution Log: The written record kept by the Compliance Officer of all reports required pursuant to this Employment Plan.

Rotating Seniority: A method to alternate the assignment of personnel wherein the most senior employee is assigned first and subsequent assignments are made to the next most senior employee until all employees have been offered an assignment.

SEAM: The Sheriff's Employment Action Manual., containing step by step policies and procedures for employment actions in the Sheriff's Office.

Screening Spreadsheet/Eligibility List: A document completed by screeners of Applicants for Civilian Non-exempt Positions which identifies whether an Applicant, based on review of his or her application, submittal of any required documentation and successful completion of any testing requirement(s), has or has not met the Minimum Qualifications for the Civilian Non-exempt Position applied for.

Secondary Employment: Employment of a Sheriff's employee outside of the Sheriff's office by an employer other than the Sheriff, which has been approved by the designated supervisor ~~in writing by the Bureau of Human Resources~~ and which the employee works outside of his/her ~~normal~~ working hours.

Selected Candidate: A Candidate who has gone through the interview process and been identified as Qualified and ranked, and who has been selected based upon the number of Vacancies.

Selection Meeting: A meeting held at the conclusion of the interview process for certain Employment Actions in which the interviewers review their respective interview results and any other relevant information to arrive at a recommendation on the selection of a Candidate for any Non-Exempt Position.

Selection Process: Information describing how selection of the respective Employment Action is made.

Selective Training: A Specialized Training opportunity for non-exempt employees that is available for one or more, but not all employees in a Department of the Sheriff's Office

Selective Training Announcement: The document(s) that is distributed and posted at approved locations throughout the Sheriff's Office, and on the Sheriff's website, that informs employees of an upcoming Selective Training opportunity.

Selective Training Rotation: A given Selective Training that occurs more than one time within a one (1) year period. .

Sworn Senior Manager : A sworn Non-exempt Position that requires unique expertise reflecting a high level of correctional or law enforcement management and operational experience.

Seniority: An employee's length of most recent continuous employment with the Sheriff of Cook County since his/her last hire date as a full-time employee or as a regular part-time employee entitled to benefits, unless otherwise stated in any applicable Collective Bargaining Agreement.

Seniority Plus Bid Transfer: A Transfer to a Department that requires the submission of a bid form, and selection for which is based on the seniority of the Candidate, provided that the candidate meets the Minimum Qualifications outlined in the Bid Transfer Announcement.

Separation: The removal of an employee from employment with the Sheriff's Office for disciplinary reasons.

Shakman Case: Michael L. Shakman, et. al., vs. Democratic Organization of Cook County, et.al., 69 C 2145, United States District Court, Northern District of Illinois, Eastern Division.

Shift Supervisor: The Supervisor of a watch or shift of designated work hours for a Department, including a facility, division, office or unit, who, for the sole purpose of making daily assignments, may also be referred to as a watch commander/supervisor, divisional chief of security/administrative captain.

Short Term Leave of Absence: An authorized leave of absence taken by a sworn employee that is identified as lasting less than 30 days, such as Bereavement Leave, Maternity/Paternity Leave, short-term Disability or Injury On Duty (IOD) Leave.

Special Event Assignment: A Special Event Assignment, also referred to as a "hire-back," is an assignment of Sworn or Civilian Employees to assist with a law enforcement related need arising either within the Sheriff's Office or within an outside agency. Employees assigned to a special event may or may not receive overtime or monetary incentive. Examples of Special Event Assignments include but are not limited to election days, rallies, protests and presidential inaugurations.

Specialized Detail: A regularly occurring temporary assignment of a Qualified Candidate whose name is listed on the Detail Pool, for a period of up to 90 days which may be extended for an additional period of 90 days not to exceed 180 days, to an equal or lower graded position from one Department to another Department, or within a Department, as applicable, that occurs on a rotational basis and requires the performance of specialized duties outside of the duties of the employee's original position.

Specialized Detail Announcement: The notice that is distributed and posted at approved locations throughout the Sheriff's Office and on the Sheriff's website informing employees of an upcoming Specialized Detail opportunity.

Specialized Detail Rotation: A given Specialized Detail that occurs more than one time within a two (2) year period.

Staff Evaluation Report: A departmental report generated by an individual Department Head/Designee that contains a Staffing Analysis, prioritization of Department duties and functions and any other information that may assist in the decision making process for budgetary reductions, provided it will not include the names or other personal identifying information concerning individual employees within the Department.



Staffing Analysis: An analysis within a Department that identifies personnel staffing levels and ratios broken down by shift.

Status Change Form: Notification to Department Head/Designee of how an employee should be classified on any timesheet, daily activity sheet or roster.

Straight Seniority Bid Transfer: A transfer to a different shift, day-off group and/or location within a Department, selection of which is based on Seniority.

Substantial Impairment (Applies to Article AA): Is one that significantly limits or restricts a Major Life Activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working.

Summary Discipline: A formal disciplinary procedure for instances where conduct defined as a Less Serious Transgression is observed by or comes to the attention of a supervisor.

Sustained: A finding in an investigation made when the preponderance of the evidence developed during the course of the investigation supports the allegation(s).

Supervisor: Any employee of the Sheriff (including employees in Exempt and Non-exempt Positions) who has the authority to recommend any Employment Action.

Sworn Employee: Any employee in the Sheriff's Office who holds a Sworn Exempt or Merit Position.

Sworn Exempt Position: A position which an employee appointed by the Sheriff or designee for which the incumbent is permitted to carry a firearm.

Sworn Merit Position: A Non-exempt Position that is subject to the certification, hiring, promotion and termination procedures of the Merit Board for which the incumbent is required to carry a firearm.

Sworn Non-Merit Rank Promotion: The appointment of a current Sworn Employee to a higher graded position than his or her current position, governed by the procedures outlined in Article Q of the SEAM.

Sworn Non-Merit Rank Promotional Positions: All positions identified in SEAM, Article Q, , including Sworn Senior Manager, which may be updated from time to time.

Sworn Position: A Non-exempt Position that is subject to the certification, hiring, promotion and termination procedures of the Merit Board for which the incumbent is required to carry a firearm.

TALEO: The electronic employment application system implemented by Cook County and used in the hiring of Sheriff's employees.

Tardiness/Docked Time (0): When an employee is docked pay and may incur discipline due to arriving late in accordance with the CBA or G.O.

Timekeeping/Attendance Form: The form (also known as a “3-part form”) used by employees to request the use of Benefit Time and utilized by the employee’s Timekeeper to record Benefit Time used on the employee’s record of time. The Timekeeping/Attendance Form must be authorized by the Department Head/Designee.

Termination: The involuntary separation of an employee from employment with the Sheriff’s Office.

Training Pool: A list of ranked Qualified Candidates selected based on “X” times the number of approved openings in a given Selective Training Rotation.

Traumatic Incident: A situation in which the individual experienced, witnessed, or was confronted with actual or threatened death, serious injury, or the threat to the physical integrity of self or others.

Traumatic Incident Assessment: An appraisal of a Sworn or Civilian Employee’s emotional and/or psychological state of mind following a Traumatic Incident.

Transfer: The relocation of an employee from a position in one Department to another position in the Sheriff’s Office pursuant to a Bid, Non-Bid, Operational Needs, Employer Rights Move or other documented procedure including, but not limited to, assignments to work at or for other governmental entities.

Transfer Memorandum: The written documentation of the specifics and conditions of a transfer.

Transfer Due to an Investigation: A transfer, at the request of OPR or at the discretion of the Department Head/Designee of an employee while her or she is under investigation for alleged serious misconduct, including, but not limited to, allegations of harassment, sexual harassment, order(s) of protection, workplace violence, or workplace safety.

Unfounded: The finding in an investigation when the alleged incident could not be proven or substantiated.

Unlawful Political Contact: Any contact of any kind whatsoever (oral, written, electronic) from any Public Official/Agent or Political Organization recommending an Employment Action related to a Non-exempt Employee that is based on Political Reasons or Factors.

Unlawful Political Discrimination: Taking any positive or negative Employment Action involving an Applicant, Candidate or Sheriff’s employee who is applying for, being considered for or holding a Non-exempt Position that is based on Political Reasons or Factors.

Unmitigated Extended Block of Medical Time: A block of Medical Time consisting of fifteen (15) calendar days or more that cannot be substantiated by medical documentation or other mitigating circumstances.

Unpaid Unauthorized Activity: Any one or more of the following activities/codes reflected on an employee’s timecard:

- (1) No Sick Time (NST/0): When an employee is docked pay due to calling in Sick/Medical time when none is available.
- (2) Absent Late Call (ALC/0): When an employee is docked pay due to calling in absent less than one hour prior to the start of duty/shift.
- (3) Absent No Call (ANC/0): When an employee is docked pay due to failure to call in prior to the start of duty/shift.
- (4) No Vacation Time (NVT/0): When an employee is docked pay due to attempting to utilize Vacation time when none is available.
- (5) No Personal Time (NPT/0): When an employee is docked pay due to attempting to utilize Personal time when none is available.
- (6) No Compensatory Time (NCET/0): When an employee is docked pay due to attempting to utilize Compensatory time when none is available.
- (7) No Holiday Time (H/0): When an employee is docked pay due to ineligibility to receive Holiday pay per respective collective bargaining agreements or County rules.
- (8) Unauthorized FMLA (0/FMLA Unauthorized): When an employee either (1) Exceeds his/her certified FMLA time; (2) Uses his/her FMLA time in a way that is inconsistent with the employee's FMLA certification and later fails to get the FMLA properly recertified; and/or (3) The employee continues to call in FMLA when the employee does not have a current, approved FMLA on file.
- (9) Unauthorized Injured on Duty (IOD/Unauthorized) – When an employee is docked pay due to denial or termination of IOD/Duty Disability claim by Risk Management.
- (10) Tardiness Docked Time (0) – When an employee is docked pay due to arriving 16 minutes after the hour. An employee shall only incur an Unauthorized Absence(s) if he/she is tardy for one hour or more.

Use of Force: The application of physical, chemical, or mechanical measures to compel compliance by an unwilling subject. “Use of Force” does not include un-resisted handcuffing or un-resisted shackling of subjects for movement purposes, routine transportation, un-resisted searches, or the use of general security devices that include but are not limited to approved waist restraint system (blue box and belly chains), flexible handcuffs (zip cuffs). Every use of force greater than social control, officer presence or verbal control must be reported as outlined in this directive.

Vacancy: An open Position that has been authorized to be filled by the Chief Financial Officer/Designee, the Chief of Staff/Designee, Chief of the Bureau of Human Resources/Designee and/or the applicable Department Head/Designee, as applicable.

Vacation Time: Benefit Time used for vacation, utilized in increments of four (4) hours or eight (8) hours. Employees accrue Vacation Time based on their anniversary of employment.

Vacant Assignment: An identified and authorized position to which no Employee has been assigned.